

Fall 2007

**Inside this issue**

**Page     Article**

- 1**    UAAACT Travel  
      and  
      Reimbursement
- 2**    Team Sharing  
  
      Family Center on  
      AT
- 3**    Workshops and  
      Training
- 4**    UAAACT  
      Leadership  
      Council Member  
      Assignments  
  
      New UAAACT  
      Members  
  
      Letter of Medical  
      Necessity
- 5**    UCET 2008  
      Conference  
  
      UAAACT Conf.  
      2009  
  
      Equipment  
      Update

**The Computer Center for  
Citizens With Disabilities**

1595 West 500 South  
Salt Lake City, UT 84104  
Phone 801-887-9380  
Fax 801-887-9382  
E-mail [cboogaar@utah.gov](mailto:cboogaar@utah.gov)

# UAAACT News

## Utah Augmentative Alternative Assistive Communication and Technology Teams

Editor: Byron Villeverde, Tobey Fields  
UAAACT Web Site: <http://www.uaaact.org>

### **UAAACT Travel and Reimbursement**

Since the UAAACT Project fiscal agent changed from the University of Utah to the Utah State Office of Rehabilitation two years ago, almost every aspect of out of state travel and training has changed. The travel forms have changed, mileage and meal reimbursement rates have changed, the procedures for securing airline tickets have changed, and the ability to contract for group payment at hotels has been eliminated. All of these changes have caused some frustration as UAAACT members and CCCD staff members have learned a new set of travel guidelines. With this in mind, improving UAAACT Project training and travel procedures are the top priorities for the 2007-08 school year.

In an attempt to deal with the travel problems and better understand the new procedures, the UAAACT Leadership Council met with Stephanie Cannon on August 17<sup>th</sup>. Stephanie is the expert on state travel policies at the Utah State Office of Rehabilitation. She reviewed the state travel regulations and helped develop a new travel reimbursement worksheet and checklist. Every UAAACT member who plans to travel to UAAACT sponsored training should become familiar with these new forms. Team Leaders were introduced to the new procedures and forms during a meeting at UCAT on September 5<sup>th</sup>. They were encouraged to review the information with UAAACT team members, especially those who plan to attend out of state training during the current school year. These new forms can be viewed and printed from the UAAACT web page. Go to: **[www.uaaact.org](http://www.uaaact.org)**, click on the link "UAAACT Team Forms" and you will find "TRAVEL FORMS." Under this link are all the travel policies and forms. You are now responsible for following the posted guidelines.

In a couple of cases last year, UAAACT members incurred travel expenses that were NOT reimbursable. The UAAACT Leadership Council was very concerned that this happened. UAAACT members must understand that state travel policies are FIRM. If you want to be reimbursed you must follow the guidelines. That means, ALL information requested on the form must be filled in to get a reimbursement. Reimbursement requests must be to Lynn within 30 days from when you return from a conference. Original hotel, parking and shuttle receipts must be obtained from the vendor and submitted with your reimbursement request. If you do not following the guidelines, it is very likely you will be paying for some of your own travel expenses. Please read the "UAAACT USOE Travel Rules" if you are planning to attend a conference or training sponsored by the UAAACT project. If you have a travel related question, call Lynn Marcoux (801-887-9380) for clarification. She can steer you in the right direction, but she can not reimburse you if you make a travel policy mistake.

## **Team Sharing**

### **“Methods of Increasing UAAACT Referrals and Support”**

By: B. Villeverde and K. Pulsipher of the Nebo UAAACT Team (Team U)

Here are a couple of methods that we have used which have given our UAAACT Team a high profile status in Nebo School District. We have had several great experiences in providing in-service training to the special education teachers. Every month, SLPs and Special Ed Teachers have set aside a day or two for in-services, guest speakers, etc. Last year one of our team members took fifteen minutes at the beginning of each district SLP meeting to highlight a device. He described it, demonstrated how it worked, provided a quick hands on experience, and then lead a brainstorming session on ideas for use of the equipment. The presentations were very refreshing to the in-service.

Two years ago, Scott Baggaley voluntarily came to Nebo several times with a van full of equipment from UCAT. We put on a day's workshop for all preschool teachers and their technicians. Another day, we put on a workshop in the morning for all of the SLTs (Speech Language Technicians), and then the same workshop in the afternoon for the SLPs. A month later, this in-service was conducted over a two day period for all of the Special Ed. Teachers and their technicians. We divided a classroom into four sections; switches and toys, low tech equipment, software and the computer, and high tech computerized communication devices. A member of our team and Scott, took charge of each section, demonstrated, and had a short hands-on session on each of the AT items in his/her section.

Simultaneously, in the computer center of the same building, another class was being conducted by the remaining two members of our team. They demonstrated, taught, and

had hands-on experiences with Boardmaker and Speaking Dynamically.

At the beginning of these workshops, the participants were divided into 2 main bodies according to their experience level with Boardmaker, beginner and advanced. One group went to the computer room while the other went to the classroom with the Assistive Technology. We've always had teachers come up during the hands on sessions or after the training session and thank us for the in-service. Many of them have also had questions on certain students which have resulted in a flurry of referrals. Many of our special education administrators were in attendance at our workshops. Their support of our UAAACT Team has skyrocketed. They also have been allocating several thousand dollars each year since then for us to purchase AT devices for students as a result of our team's evaluation and the IEP team's data gathering. This year, our UAAACT Team will provide training on making basic switches.

### **The Family Center on Assistive Technology and Disability**

FCTD provides an exciting website to find out what is happening in assistive technology and how AT equipment is being used throughout the country. This site includes information on AT Discussions, Organizations, Resources, Chat Groups, Family Guides and Success Stories. Also included in this site is a Monthly Newsletter, "The News and Notes." Articles feature the likes of Linda Robinson, Assistant Director at the Center for Best Practices in Early Childhood, Western Illinois University, and others notables in our field. This website is also printed in Spanish. Log onto it and see if it you won't add it into your "Favorites" or "Bookmark" sites:

<http://www.fctd.info>

## **Workshops and Training**

The UAAACT project has planned several workshops. Hopefully, the details below will provide you with enough information to determine if the workshops will be helpful to you, other special educators in your district, or parents who need this information. There is no cost to attend these workshops, but you must register to participate.

**Breaking the Silence with LAMP** – Friday, December 14th, 8:30 AM to 3:30 PM in room 300 of the Buffmire Building  
1595 West 500 South. Lunch (on your own) will be from noon-1:00 PM.

This is a new seminar on AAC strategies for promoting the development of communication for individuals with autism spectrum disorder. Participants will study communication assessment and augmentative implementation procedures, with an emphasis on the use of multi-modal communication systems. You must register with the Prentke Romich Company to attend this workshop. ASHA CEUs are available for this workshop.

Presenters from the Prentke Romich Company include Allen Renshaw, Teresa Parrell and Anna Lee Anderson.

**You must register by December 7<sup>th</sup> by calling Allen Renshaw at 1-800-262-1984 ext. 469**

=====

**NIMAS Workshop** – Thursday, January 17th, 1-3 pm in CCCD Area  
1595 West 500 South

In this workshop, participants will learn how “print disabled” students in Utah can gain access to books in alternative formats. Participants will also learn why The Office of Special Education Programs of the U.S. Federal Department of Education recently made a major five-year award of \$32 million to Bookshare.org to increase accessible books for students with disabilities in public education. NIMAS stands for the

National Instructional Materials Accessibility Standards and is a new mandate of IDEA 2004 that has implications for students who are physically impaired and can’t turn the pages in a book, students who have limited reading skills and can’t read grade level text, and students with visual impairments who simply can’t see the print in most books.

Presenters Lorri Quigley, Coordinator, Utah State Instructional Material Accessibility Center (USIMAC) and Chris Timothy, Utah State Office of Education Specialist, Severe Disabilities, Vision Impaired and Hearing Impaired – Note: Lorri and Chris presented at the 2007 UAAACT Conference, but most UAAACT members did not attend their session because they had no idea what NIMAS was all about!

**To register, call Lynn Marcoux at 801-887-9380, or email Lynn at:**

**[lmarcoux@utah.gov](mailto:lmarcoux@utah.gov)**

=====

**Boardmaker Plus 6.0 Workshop** –February 21, 2008, 1-3 PM in CCCD Area  
1595 West 500 South

This workshop will be a hands-on computer workshop on the new Boardmaker Plus software. Participants will learn how to; import digital photographs, draw freeform buttons, use new features in the symbol finder, use the symbolate feature, and link buttons to make activities for students to use on the computer. Participants will also have an opportunity to explore the new sample boards that are included with Boardmaker Plus. Note: During the Leadership Council Meeting held on October 26, 2007, the council approved the purchase of Boardmaker Plus 6.0 for each UAAACT team. You will receive this software in the very near future.

Presenter : Craig Boogaard, Technical Support Specialist

**To register, call Lynn Marcoux at 801-887-9380, or email Lynn at:**

**[lmarcoux@utah.gov](mailto:lmarcoux@utah.gov)**

## **UAAACT Leadership Council Member**

### **Assignments**

#### **Council Chair- Suzanne Anderson**

The Council Chairman has traditionally been a second year council member. The Council Chair directs the council meetings, assists Craig with the preparation of the council meeting agendas, and works with Special Education Directors on correspondence related to UAAACT issues. The Council Chairman conducts (welcome, announcements and awards presentation) the UAAACT Conference on conference years. Suzanne represents both Davis teams, the Granite/Murray team, the Granite team, and the Park City/Summit/Morgan/Rich Team.

#### **Newsletter Editor- Byron Villaverde and Tobey Fields**

The newsletter editor usually will prepare 3 to 4 newsletters each year. Craig and Scott often provide the editor with the text of the articles, but the editor formats the newsletter and gets it ready for printing or posting at the UAAACT web site. The Newsletter Editor also helps with conference registration and other conference activities during the conference year. Byron represents the Alpine/Wasatch team, the Alpine/Provo team, the Salt Lake/Tooele team, both Jordan team, and the Nebo team. Tobey represents the Weber team, Ogden team, Box Elder team, Cache team, Logan team, and USDB team.

#### **UAAACT Report- Dave John**

UAAACT Reporting requires collection of all team reports and summarizing the data into an annual UAAACT Service Report of Hours and Students Served. It requires reminding team leaders to report on their team activities for the year. It is a big job from about May 15 to the end of the school year. During conference years, this person will also end up with some conference assignments such as helping with registration, conference awards and other events during the UAAACT Conference.

Dave represents the Grand/San Juan team, Carbon/Emery team, and Duchesne/Uintah/Daggett team.

#### **Conference Program Chair- Bob Wasden**

The Conference Chair will prepare the printed program (cover design and typing session

descriptions) for the conference and help select the speakers. Craig will work with this person to support the preparation of the program. It is a big job for one week in January and requires a moderate time commitment during December and January. Bob has been assigned over the Kane/Garfield team, Washington team, Juab/Sanpete/Sevier/Piute team, and the Iron/Milliard/Beaver team.

\*\*\*\*\*

### **Please Welcome our New UAAACT Team Members**

Team B - Gina Wood-Stevens to replace Janet Southwick

Team O - Marci Mitchell to replace Diane Larsen

Team P - Julie Brown to replace Vickie Ahlstrom

Team P - Carla Powell to fill an open position on the team

Team Q - Joni Herrera to replace Melanie Barlow

Team R - Elizabeth Wood to replace Maureen Ross

Team U - Mary Anne Green to replace Rebecca Rich

Team V - Susan Green to replace Kellie Ercanbrack Garcia

We express our appreciation to those who have served and look forward to associating with these new UAAACT members who bring their talents and energy to the project.

\*\*\*\*\*

### **Letter of Medical Necessity**

A change has been noted for Medicaid funding requests. The term "speech prosthesis" is no longer acceptable. Instead, use the term "AAC device" which is covered as speech language equipment. If your Medicaid funding request for an AAC device is denied, contact Matt Knotts at the Disability Law Center:

<http://www.disabilitylawcenter.org/everyonecan.html>

Writing Letters of Medical Necessity Websites:  
[http://www.medhomeportal.org/issues/index.cfm?issue\\_id=88&diag\\_id=95&menu\\_id=21](http://www.medhomeportal.org/issues/index.cfm?issue_id=88&diag_id=95&menu_id=21)  
<http://medhomeportal.org/about/sept2002.pdf>

## **The Utah Coalition for Educational Technology (UCET) 2008 Conference**

The UCET Conference is a good venue for UAAACT members to help regular educators become aware of assistive technology solutions for students. Presenters attend the UCET conference for free.

### **UCET 2008 - Call for Presenters**

**Theme:** UCET 2.0 - Explore and Create Possibilities

**Date:** February 29 and March 1, 2008

**Place:** Taylorsville High School, Granite School District, 5225 South Redwood Road Salt Lake City, UT 84123

**Keynote Speaker:** Mr. David Pogue

Presenting at UCET is an excellent opportunity for you to share your exceptional assistive technology work. UCET needs people like you! If you are interested in presenting, please submit a proposal

**In preparation for your proposal, please consider the following:**

- Preference will be given to topics that match our needs (see below).
- Presentations must be submitted by December 1, 2007.
- No late submissions will be accepted.
- Presentation proposals must be completed online.
- Register as a UCET 2008 Presenter

Please contact, [presenters@ucet.org](mailto:presenters@ucet.org), with any questions.

**UCET Conference Preferred topics** in Special Education /ESL/ELL include: Adaptive resources, using disability features or universal access features in operating systems, SOLO from Don Johnston, audio enhancement in classrooms, using AT in alternative assessment, and other ways you are helping students improve reading, writing and communication skills through the use of computers, special software, or other assistive technology tools.

## **UAAACT Conference Planning 2009**

The proposed conference dates are February 11-13, 2009. This date is still being cleared. Due to some suggestions by conference attendees regarding the location of the conference following our 2007 Conference, we are considering moving the conference south to the Provo Marriott. This is currently our first choice for the 2009 conference. The Eccles Conference Center provided excellent service and received a positive rating. We will use it as our second choice.

Guest speakers and the theme for the conference will be based upon the needs of the UAAACT teams. Suggested speakers for 2009 UAAACT Conference include Kelly Fonner, AT Consultant, Susan Johnston, Professor at the University of Utah, and Bridgette Nicholson from Learning Tools. The conference planning committee will welcome and discuss your ideas. Please contact your leadership council member.

### **New Equipment Approved for each Team**

The leadership council has approved the purchase of the following equipment for each team:

Omni Page - Upgrade for each team -the upgrade can be used as a stand alone version.

Solo Upgrade- this upgrade will make PDF files readable in Read:Outloud.

Boardmaker Plus 6.0- there will be a training on this product in February at the Computer Center.

### **New Equipment Approved for the Central Inventory**

3 Tangos (1 for SEDC)

3 Fusions

1 Echo 14

3 Talkable IIIs

2 Talkable IIs

3 Boardmaker Activity Pad Bundles

A UAAACT Team member requested a Dana, but there are already four Danas in the Central Inventory that are available for checkout.